

Position Title: Admin&logistic Assistant

Expire Date: 31 Jul, 2017

Job Location:	<u>Kabul</u>
Nationality:	National
Category:	Admin-Clerical, Purchasing-Procurement
Employment Type:	Full Time
Salary:	
Vacancy Number:	admin-01-2017
No. Of Jobs:	1
Organization:	AIBF
Years of Experience:	3-5
Contract Duration:	Permanent
Gender:	Male/Female
Education:	Business Administration, Public Administration,
Close date:	31 Jul, 2017

About AIBF:

The Afghanistan Institute of Banking and Finance (hereafter "Institute") was established in 2010 to provide education, training, and research to Afghanistan's banking and financial sector. Over the past three years, the Institute has delivered training on a broad range of subjects. In addition, it has established various relationships with regional banking and other financial institutes. From the beginning, the Institute was created as an independent non-profit organization with its own facilities and full-time training and support staff.

Most observers would agree that Afghanistan's banks and microfinance units suffer from critical capacity shortages and must rely heavily on foreign nationals to operate financial institutions. The Afghan financial community also faces substantial challenges related to its participation in global finance markets owing largely to Afghanistan's reputation as a home to terrorists and those who traffic in illegal currency flows.

In addition, Afghans have a low rate of engagement with formal financial institutions. Only 9% of adults (3% for women) have an account with a formal financial institution compared to a global average of 50%. Just 3% saved money and 7% obtained a loan over the previous year. One percent of the population has a credit card, 7% has used mobile money, and 8% has a mortgage.

Afghanistan's banking system still largely relies on unsophisticated collateral-based lending restricting access to capital. Most housing transactions, for example, are cash and Afghans typically depend on informal financing from family members and non-bank moneylenders; modern mortgage lending practices are virtually non-existent. The World Bank estimates that Afghanistan's housing finance-to-GDP ratio is less than 1% compared to 50-70% in developed countries and 7% in India. Thus, the potential for the expansion of financial services in Afghanistan is substantial.

Clearly, financial institutions have a larger role to play in the economic development of Afghanistan. The overwhelming demand for infrastructure – roads, urban facilities, power, health care, education – suggests that Afghanistan must become proficient in the use of public-private partnerships and other large-scale project financing mechanisms; the absence of capital markets for corporate paper, bonds, and equities; the lack of robust housing finance with its attendant facilities such as appraisal, credit reporting, mortgage insurance, and home owners' insurance; the inability to engage international capital markets; the absence of a sophisticated derivatives market to complement the evolving mining, petroleum, and agricultural sectors; and other weaknesses suggest that the Institute should be a valuable resource to Afghanistan in the development of sophisticated financial capacity as well as thought leadership on the issue of how Afghanistan's financial sector should develop.

Job Description:

Candidates must be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and work in stressful situations. Other specific qualifications include.

Experience in maintenance of office, usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling systems

Admin and logistic Assistant Responsibilities:

- Maintenance of entire Office.
- Prepare, maintain and observe staff attendance Sheet and leave records.
- Assist all staff in Admin/logistic assistant Policies of AIBF.
- Maintain the Leave, inventory and other Administrative/logistic documents.
- Supervising the Cleaners in their duties and responsibilities.
- Supervising the Security Guards to maintain the high-level security inside and outside the AIBF campus
- Maintaining an updated Asset register and inventory list and producing a timely report.
- Report to the Operation Head regarding Administration/logistic related activities of the AIBF.
- Working closely with departments, increasingly in a consultancy role, assisting line managers in understanding and implementing policies and procedures.
- Ensure effective use of funds only for purposes described in the program design and budget and as per guidance provided by the Operation Head and Finance Manager;
- Obtaining information and quotes for procurement processes.
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- Perform other logistical and administrative tasks within the program's scope and operations of activities, as instructed by management.

Job Requirements:

The ideal candidate should be at least Bachelor Degree holder in BBA or Economics and have at least 3-5 years of working experience with one of the international organizations or private organization with the sizable operation. The incumbent of the position shall understand English and shall be fluent in Dari and Pashto. The incumbent shall be the computer expert and should be proficient in MS Office package.

Submission Guideline:

Please send your CV and application letter including testimonials in a sealed envelope clearly marked "Confidential", including the Vacancy Announcement Number to the Human Resources Officer, Human Resources Section, share now Flower Street, Kabul, and Afghanistan. Applications can also be sent to Email ID: vacancies@aibf.af (only). Please send your CV and application letter including the Vacancy Announcement Number in the subject line.

Submission Email:

vacancies@aibf.af